

Cover Sheet for Proctoring Make-up Tests

Instructions for Faculty:

- Fill out a cover sheet for each individual make-up test to be given.
- Attach this sheet to the make-up test.



Please advise your student of all make-up test instructions provided below.

Student Name	
Instructor Name	
Email Address	Phone
Course	
Test Title/Description	
Test to be administered in the classroom on:	
Date by which make-up test must be completed:	
Instructor will pick up the make-up test on: _____	

Make-up Test Parameters					
Open Book?	Y	N	Open Notes?	Y	N
Calculator?	Y	N	Computer use?	Y	N
Time Limit?	_____		Scratch Paper?	Y	N
Accommodations for Students with Disabilities:					
Other Details:					

Procedures for Utilizing the Testing Center for Test Administration

1. Students cannot enter or exit the Tutoring Center with a test. Do not send students into the center with tests.
2. A separate test cover sheet must be completed for **each** student, with all items filled in, including accommodations for students with disabilities.
3. Permission to extend test deadlines must be received by e-mail or in writing.
4. Faculty members are responsible for picking up any exams left in the Tutoring Center.
5. The Tutoring Center cannot accommodate group testing due to limited seating and the need to maintain a quiet environment for students taking tests.
6. Faculty should use the Tutoring Center for make up exams for individual students who missed a test for acceptable reasons. The Tutoring Center cannot be used as an alternative for students taking tests in classrooms.

Deliver make-up test and cover sheet (in person or via email) to:
 Robert D. Brown
 Coordinator, Tutoring Center
 Phone: (909) 389-3566
 Email: rdbrown@craftonhills.edu